

**SECRET**

*Budget*

25 February 1970

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : "Year-End" Purchases

1. If "Year-End" funds are available, it is requested that the items described below be purchased for the Archives and Records Center. Since all of these items would benefit the operation of the Agency's record storage and retrieval facility, it is difficult to rank them in order of importance. The most pressing need for daily operations is the vehicle, but on the other hand the reproduction equipment is essential to the preservation of the Agency's permanent records. The servicing of temporary files on microfilm is a problem but not as serious.

A. Station Wagon - \$3,200

One of the continuing problems encountered by the A&RC is obtaining transportation for official travel. This problem will become more acute when the move out of the [REDACTED] begins, and an escort car will be needed daily. [REDACTED] has a Motor Pool, and vehicles have been added to this Motor Pool in the past with the justifications based on the Archives and Records Center needs. At present, however, our requirements for a vehicle are satisfied only after all other [REDACTED] requirements are taken care of, even if our requirement is made known before the others. The background on the vehicle problem was accumulated by the Records Center in one detailed study and submitted to us in December 1968. We discussed this with the [REDACTED] in early 1969, and conditions improved until the [REDACTED] requirements again exceeded the car supply.

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B. Diazo Microduplicator - \$12,500

This machine is needed to reproduce permanent records that are on microfilm. At the present time, when reference is requested from a document that is part of a microfilm file stored at the Records Center, the entire reel must be sent to Headquarters. Several reels of permanent records have not been returned and are lost to the file. With the microduplicator the Archives and Records Center can reproduce the film requested and retain the original film. This is normal practice elsewhere. At the present time there are 20 requests serviced each month for these reels, and the rate of these requests is increasing.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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**C. Xerox Microprinter**

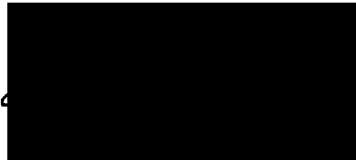
The Archives and Records Center has a Xerox 914 to reproduce documents from those stored when retrieval requests from Headquarters components so require and to support historians doing research in the A&RC building and in need of temporary work documents. Included in the Archives and Records Center are reels of microfilm, and at present the only way to obtain usable hard copy or film reproductions is to send an entire reel to Headquarters. Some reels have not been returned and others were damaged. With the microprinter the A&RC could reproduce the needed hard copy document from the reels and return the reels to the files. (The Diazo Microduplicator above produces duplicate microfilm.) The contract cost of the Xerox microprinter is \$160 per month or \$1,920 per year. The current Xerox copier is under Rental Plan "A" which calls for a minimum charge of \$74 per month. We have anticipated a growing copy demand and have planned for an eventual change to Rental Plan "C" which will have greater capacity with a minimum charge of \$120 a month. However, if we can convert to the microprinter contract the modified equipment will provide for both greater capacity and microfilm copying ability at an increase of \$40 over Plan "C".

**D. Archives Boxes - \$700**

This item is in the FY 71 budget; however, if FY 70 "Year-End" funds are available, these 1,000 boxes can be purchased ahead of the actual but inevitable need.

2. Funds being requested by Headquarters to provide for additional storage space for records is a separate consideration; therefore, no funds are requested here for shelving or other items related to that problem.

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Chief

Records Administration Branch

DDS/SSS/RAB [redacted] mf (27 Feb 70)

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